



Administration for Children and Families

Administration on Children, Youth and Families

Two Year Extension -- Regional Partnership Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for, Children Affected by Substance Abuse

HHS-2012-ACF-ACYF-CU-0550

Application Due Date: 08/01/2012

Two Year Extension -- Regional Partnership Grants to Increase the Well-Being of, and to Improve the
Permanency Outcomes for, Children Affected by Substance Abuse

HHS-2012-ACF-ACYF-CU-0550

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Department of Health & Human Services
Administration for Children & Families

Program Office: Administration on Children, Youth and Families - Children's Bureau
Funding Opportunity Title: Two Year Extension -- Regional Partnership Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for, Children Affected by Substance Abuse
Announcement Type: Initial
Funding Opportunity Number: HHS-2012-ACF-ACYF-CU-0550
CFDA Number: 93.087
Due Date for Applications: 08/01/2012

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors, Section IV.2. Content and Form of Application Submission and Application Submission Options, and Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

Executive Summary:

The Administration for Children and Families (ACF), Administration on Children, Youth and Families (ACYF), Children's Bureau (CB), announces the availability of competitive extension grant funds authorized by the Promoting Safe and Stable Families program. The purpose of this funding opportunity announcement (FOA) is to provide limited extension funds to a subset of the current Regional Partnership Grants.

Funds will be competitively awarded to existing Regional Partnerships Grantees that provide, through interagency collaboration and integration of programs and services, activities and services that are designed to increase the well-being of, improve permanency outcomes for, and enhance the safety of children who are in out-of-home placements or are at risk of being placed in out-of-home placements as a result of a parent's or caretaker's substance abuse. The Child and Family Services Improvement and Innovation Act (Pub. L. 112-34) allows the Secretary of Health and Human Services to continue the funding of previously funded targeted grants program for two years (sections 437(f)(3)(B)(ii) and 437(f)(6) of the Act). The cost-sharing requirement is 30 percent in year 6 and 35 percent in year 7.

This competition for extension funds reflects the requirements of the original funding opportunity announcement, HHS-2007-ACF-ACYF-CU-0022. This includes participation by the State child welfare agency responsible for the State plan under Title IV-B or Title IV-E of the Social Security Act in the regional partnership. As required by the legislation, if an Indian tribe or tribal consortium enters into a regional partnership, the Indian tribe may (but is not required to) include the State child welfare agency as a partner in the collaborative agreement. If the partnership is an Indian tribe or tribal consortia, it may not enter into a collaborative agreement only with tribal child welfare agencies (or a consortium of such agencies).

These extension grants will build on the knowledge and lessons learned from the initial 2007 Regional Partnership Grant awards. To fully meet the intent of this funding opportunity, grantees will continue the specific, well-defined program services and activities implemented in the first 5 years of the funding period. Awards will be based on clear assessment and presentation of prior success to date in meeting the objectives of the funding opportunity and providing thorough justification for a 2-year extension of their project. Project changes may be necessary, but it is important that these changes do not deviate substantially from the scope of the original proposed project. Any new activities must clearly relate to the current approved project goals and objectives of the funding opportunity. Applicants should document continuing need for the project and provide evidence of how their current service provision is successful in meeting the needs of children and families impacted by substance abuse. Applicants should also propose methods to continue the evaluation, including reporting on grantee performance indicators; providing an evaluation of the programs and activities conducted, and the services provided; and providing an analysis of the extent to which a project has been successful in addressing the needs of families with substance abuse problems, who have come to the attention of the child welfare system and in achieving the goals of child well-being, safety, permanency, and family stability.

I. Funding Opportunity Description

Statutory Authority

The statutory authority is section 437(f)(3)(B)(ii) and section 437(f)(6) of Title IV-B of the Social Security Act, as amended by the Child and Family Services Improvement and Innovation Act (Pub. L. 112-34).

Description

Administration on Children, Youth and Families' Focus on Improving Well-Being

ACYF is committed to facilitating healing and recovery and promoting the social and emotional well-being of children who have experienced maltreatment, exposure to violence, and/or trauma. This funding announcement and other discretionary spending this fiscal year are designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of children and youth into adulthood.

Children who have experienced maltreatment, exposure to violence, and/or trauma are impacted along several domains, each of which must be addressed in order to foster social and emotional well-being and promote healthy, positive functioning:

- **Understanding experiences:** A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how experiences are interpreted and integrated. For example, one is more likely to approach a challenge as a surmountable, temporary obstacle if his or her frame includes a sense that things will turn out alright. On the contrary, negative experiences can color how future experiences are understood. Ongoing experiences of abuse might lead children to believe they deserve to be maltreated and affect their ability to enter into and stay engaged in safe and healthy relationships. Interventions should seek to address how young people frame what has happened to them in the past and their beliefs about the future.
- **Developmental tasks:** People grow physically and psychosocially along a fairly predictable course, encountering normal challenges and establishing competencies as they pass from one developmental stage to another. However, adverse events have a marked effect on the trajectory of normal social and emotional development, delaying the growth of certain capacities, and, in many cases, accelerating the maturation of others. Intervention strategies must be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children and youth develop along a healthy trajectory.
- **Coping strategies:** The methods that young people develop to manage challenges both large and small are learned in childhood, honed in adolescence, and practiced in adulthood. Those who have been presented with healthy stressors and opportunities to overcome them with appropriate encouragement and support are more likely to have an array of positive, productive coping strategies available to them as they go through life. For children who grow up in unsafe, unpredictable environments, the coping strategies that may have protected them in that context may not be appropriate for safer, more regulated situations. Interventions should help children and youth transform maladaptive coping methods into healthier, more productive strategies.
- **Protective factors:** A wealth of research has demonstrated that the presence of certain contextual factors (e.g., supportive relatives, involvement in after-school activities) and characteristics (e.g., self-esteem, relationship skills) can moderate the impacts of past and future negative experiences. These protective factors are fundamental to resilience; building them is integral to successful intervention with children, youth, and families.

The skills and capacities in these areas support children and youth as challenges, risks and opportunities arise. In particular, each domain impacts the capacity of young people to establish and maintain positive relationships with caring adults and supportive peers. The necessity of these relationships to social and emotional well-being and lifelong success in school, community and at home cannot be overstated and should be integral to all interventions with vulnerable children and youth. Additionally, building these skills and capacities through the implementation of effective interventions will ready children, youth, and families for positive permanency outcomes.

An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of children and youth. ACYF promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the domains outlined above, as well as the behavioral and mental health sequelae of trauma.

ACYF anticipates a continued focus on social and emotional well-being as a critical component of its overall mission to ensure the safety, permanency and well-being of children.

Please see information memorandum (IM) ACYF-CB-IM-12-04, titled *Promoting Social and Emotional Well-Being for Children and Youth Receiving Child Welfare Services*, for more details. The IM is available at http://www.acf.hhs.gov/programs/cb/laws_policies/policy/im/2012/im1204.pdf.

Purpose

The President signed Pub. L. 112-34 under Title IV-B of the Social Security Act into law on September 30, 2011. The law

provide, among many other provisions, the authority for HHS to extend grants funded under HHS-2007-ACF-ACYF-CU-0022 (*Targeted Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for, Children Affected by Methamphetamine or Substance Abuse*) for 2 additional fiscal years at a reduced Federal match of 70 percent for the sixth FY and 65 percent for the seventh FY (sections 437(f)(3)(B)(ii) and (6)(A)(iv) and (v) of the Act). The statute specifies that grantees may apply for and be awarded multiple grants (section 437(f)(3)(C) of the Act).

Background

According to 2010 National Child Abuse and Neglect Data System (NCANDS) data, 78.3 percent of the children determined by the child protective services (CPS) agency to be victims of child maltreatment were neglected. When a parent is dependent on substances, chronic neglect of the child becomes more likely. In fact studies indicate that between one-third and two-thirds of all substantiated child maltreatment reports involve substance abuse. While figures vary for methodological reasons, most studies find that for one-third to two-thirds of children involved with the child welfare system, parental substance abuse is a contributing factor. The lower figures tend to involve child abuse reports; higher ones most often refer to children in out-of-home care. (Sources: U.S. Department of Health and Human Services (1999). *Blending perspectives and building common ground: A report to Congress on substance abuse and child protection*. Washington, DC: U.S. Government Printing Office; Semidei, J., Radel, L. F., & Nolan, C. (2001). Substance abuse and child welfare: Clear linkages and promising responses. *Child Welfare*, 80(2), 109-128; and Young, N. K., Boles, S. M., & Otero, C. (2007). Parental substance use disorders and child maltreatment: Overlap, gaps, and opportunities. *Child Maltreatment*, 12(2), 137-149.)

An important challenge facing both child welfare and substance abuse treatment fields is to take a comprehensive view of families' situations and to understand the contributions of various problematic behaviors to child maltreatment. While substance abuse treatment is often effective in assisting clients to achieve abstinence, quality treatment programs designed for parents involved with the child welfare system, especially treatment programs that target women with young children, are not widely available in many communities. Historically a number of issues have contributed to the fragmentation of child welfare services and substance abuse treatment. Too often, the provision of child welfare services and substance abuse treatment is uncoordinated and fragmented due to the following:

- Difficulty in identifying, engaging, and retaining parents/caregivers in substance abuse treatment;
- Differing perspectives and policies between child welfare workers and substance abuse treatment providers; and
- Lack of appropriate comprehensive family-centered treatment services for families involved in both the child welfare and substance abuse treatment systems.

In addition, current thinking suggests there is a lack of appropriate and effective interventions that are designed to increase parenting capacities and improve child functioning and well-being specific to this target population.

Related Children's Bureau Initiatives

CB currently funds approximately 300 discretionary grants over 50 different program areas. Through their work with a broad spectrum of populations within the child welfare arena, discretionary grantees develop a wealth of knowledge across numerous program areas. The findings from these programs can be useful in informing the field of promising practices. Specifically, CB has addressed the issues related to substance abuse and child welfare through a number of avenues, including formula and discretionary grants.

In recent years, HHS has undertaken a number of projects and activities to explore and address the issue of substance abuse among families involved with the child welfare system. HHS has also made a strong commitment to supporting evidence-based programs through a number of evidence-based initiatives for children and youth, including the home visitation and teen pregnancy prevention initiatives. There is a significant interest in building the evidence-based or evidence-informed and trauma-informed practices in areas where effective programs are lacking or untested with particular populations to support increased well-being of children and families.

2007 Regional Partnership Grant Program

The Child and Family Services Improvement and Innovation Act of 2006 reauthorized the Promoting Safe and Stable Families program and provided funding over a 5-year period to implement a targeted grant program to Regional Partnerships for the purpose of improving permanency outcomes for children affected by methamphetamine and/or substance abuse. This legislation was in direct response to the recognition that parental substance abuse as a key factor underlying the abuse or neglect experienced by many children in the child welfare system. The legislation also required the Secretary of the Department of Health and Human Services to submit an annual report to Congress on the services and activities provided by the grants, the performance indicators established under the grant, and the progress being made in addressing the needs of these families and in achieving the goals of child safety, permanence, and well-being.

In FY 2007, CB awarded 53 Regional Partnership Grants (RPGs) to applicants across the country. The 2007 grant cohort address a variety of common systemic and practice challenges that are barriers to optimal family outcomes. These challenges include recruitment, engagement, and retention of parents in substance abuse treatment; differences in professional perspectives and training; conflicting time frames across the systems to achieve outcomes; and chronic service shortages in both child welfare

services and substance abuse treatment systems. Program strategies to address these barriers include the creation or expansion of family treatment drug courts, expanded and timely access to comprehensive family-centered treatment, in-home services, case management and case conferencing, the use of evidence-based practice approaches such as motivational enhancement therapy and parenting programs, parent partners, mental health and trauma-informed services, and strengthening of cross-system collaboration.

HHS developed a web-based RPG Data Collection and Reporting System to capture and compile the indicator data across all 53 grantees and provided performance measurement and data system technical assistance. Grantees secured their own evaluation teams and developed individualized data system infrastructures (e.g., data collection methods, data sharing protocols and procedures) to ensure their capacity to collect and report the RPG performance indicators to HHS in a standardized manner. Applicants are encouraged to download and review the full data dictionary created for this program. The data dictionary is available at <http://www.ncsacw.samhsa.gov/>.

A set of performance indicators was established through a detailed legislatively mandated consultative process to assess periodically the performance of recipients of RPG Program funds.

The performance indicator data reflects 12,227 children and 8,321 adults, representing 7,100 families served by the 53 grantees through March 31, 2010. These performance indicators include child safety, permanency, and well-being; systems improvement; and treatment-related outcomes such as timeliness of treatment access, treatment completion, and parent's recovery.

The 2007 RPG awardees have implemented interagency collaborations and an array of services and collaborative practices responsive to gaps in the current systems of care. According to the RPG first report to Congress, as a result, children in the RPG program at risk of removal are significantly less likely to be removed from home, those placed in protective custody are more likely to be reunified, reunify faster, are less likely to experience repeat maltreatment, and are less likely to re-enter care than comparison group children. The programs have greatly advanced cross-systems collaboration and are closing the gaps in their local systems of care with 70 percent of grantees reporting more than 10 local partners in their service array.

From grantees' collective efforts to date have emerged the following 11 key implementation lessons that emphasize the complexity of cross-systems collaboration and convey important insights about how grantees' collaborative experiences have improved and enhanced their ability to meet the needs of families affected by parental substance abuse:

1. Collaboration is essential to address the complex and multiple needs of families.
2. Collaboration to establish cross-systems linkages takes time and is developmental and iterative in nature.
3. Intensive multi-faceted outreach is needed at the client, partner, agency, and community levels.
4. The collaborative must continually assess its progress and adapt its program and services to meet families' unmet and emerging needs.
5. A comprehensive family-centered approach needs to include interventions to address the specific needs of children.
6. Broadening the partnership to work with related agencies is critical to securing important core treatment and supportive services.
7. Clear roles, responsibilities, and expectations are required of partners, providers, and families.
8. Ongoing communication, monitoring, and supervision - at both the systems and direct service levels - are crucial.
9. Ongoing staff training and development is needed to enhance collaboration, increase service coordination, and build capacity.
10. The partnership and program need to be integrated into other existing systems' efforts and infrastructures and leverage all available resources.
11. The larger economic and fiscal environment has a notable impact on collaborative efforts.

RPG accomplishments have been numerous and progress substantial. Applicants are strongly encouraged to review the first report to Congress on the current set of RPGs. *Targeted Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for, Children Affected by Methamphetamine or Other Substance Abuse: First Annual Report to Congress*, which summarizes the activities of and support efforts for the current regional grants for the period September 30, 2008 to March 31, 2010, is available on the Child Welfare Information Gateway website at <http://www.childwelfare.gov/>.

National Center on Substance Abuse and Child Welfare (NCSACW)

The NCSACW is an initiative of the Department of Health and Human Services and jointly funded by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Treatment (CSAT) and ACYF, Children's Bureau's Office on Child Abuse and Neglect (OCAN). The mission of the NCSACW is to improve systems and practice for families with substance use disorders who are involved in the child welfare and family judicial systems by assisting local, State, and tribal agencies. The NCSACW's goals are to assist the field of substance abuse treatment and child welfare and the courts to develop and implement a comprehensive program of information gathering and dissemination, to provide technical assistance, and to develop knowledge that promotes effective practice, and organizational and system changes at the local, State, and national levels. For more information, please visit the NCSACW's website at <http://www.ncsacw.samhsa.gov>.

Grantee Requirements

Dissemination

Grantees will be expected to work throughout the course of their extension projects with Federal Project Officers, the CB Training and Technical Assistance Network, and other projects in this grant cluster to:

- Finalize individual and cluster-wide dissemination goals, objectives, and strategic plan;
- Identify and engage with target audiences for dissemination;
- Produce detailed procedures, materials, and other products based on the program evaluation, and the needs of identified target audiences;
- Develop and disseminate summarized/synthesized information about the extension project; and
- Evaluate their dissemination processes and outcomes.

NOTE: See *Section IV.2. The Project Description/Approach* for instructions for applicants.

Project Sustainability Plan

ACYF is interested in ensuring that the most effective evidence-based or evidence-informed can be sustained. Therefore, grant progress reports should explain ongoing efforts to assess and gather evidence on the particular strategies and activities initiated under this grant that should and can be sustained after the end of the project period. Grantees must address how they will maintain the involvement of partners on an ongoing basis in the planning and operation of their program, and how they will approach sustainability planning in order to continue the proposed program at the conclusion of Federal funding. Sustainability plans may also include:

- Integrating the extension project's activities into the grantee's ongoing practices with the goal of continuous data-informed partnerships;
- Approaches for institutionalizing necessary program strategies and activities into organizational policy and infrastructure; and
- Information on plans to secure additional financial resources.

NOTE: See *Section IV.2. The Project Description/Approach* for instructions for applicants.

Collaboration

Grantees must demonstrate a track record of successful collaboration amongst family serving agencies, inclusive, but not limited to child welfare, substance abuse treatment and mental health agencies and courts. Success can be defined as having all key partners and key leadership from the partners actively engaged and fully support the extension project at both the services and management level; effectively addressing collaborative challenges as they arise; having collaborative relationships that have continually improved, matured, and strengthened since the program began; and maintaining working relationships that demonstrate the shared mission and values of the Regional Partnership.

In the context of collaboration, grantees are expected to demonstrate experience and success in the following areas: (1) routine consultation and interaction with other agencies; (2) joint accountability and shared outcomes amongst agencies; (3) cross training and staff development; and (4) processes for communication and information sharing. Grantees that address how their collaborative partners' values and principles help or hinder their collaboration and that have agreements about shared costs and budgets are in the best position to pursue collaborative efforts on behalf of children and families.

Please note: The State child welfare agency responsible for the State plan under Title IV-B and Title IV-E of the Social Security Act must be included in the Regional Partnership. If the Regional Partnership is located in a State-supervised, county-administered State, the county child welfare agency satisfies the administration of the State plan requirement. In such a Regional Partnership, the State agency that is ultimately responsible for State Plan compliance under Title IV-B and Title IV-E is not required to be a partner in the Regional Partnership, but also is not precluded from participating as a member of the Regional Partnership. In a State-administered system, a local office of the State child welfare agency can participate in the Regional Partnership and satisfy this statutory requirement. As required by the legislation, if an Indian tribe or tribal consortium enters into a Regional Partnership, the Indian tribe may (but is not required to) include the State child welfare agency as a partner in the collaborative agreement.

If the Regional Partnership is an Indian tribe or tribal consortia, they may not enter into a collaborative agreement only with tribal child welfare agencies (or a consortium of such agencies).

Any member of the Regional Partnership is eligible to be a lead applicant provided that: (1) the partner is one of the eligible entities described above and (2) the member agency or organization has the capacity to sufficiently monitor program activities or services, funding, and reporting requirements described in this FOA. While either the State child welfare agency that is responsible for the State plan under title IV-B and title IV-E of the Social Security Act or an Indian tribe or tribal consortium must be a member of a Regional Partnership, it is NOT necessary that either of these entities serve as the lead agency.

NOTE: See *Section IV.2. The Project Description/Approach* for instructions for applicants.

Evaluation

In addition, CB anticipates that a national evaluation will continue to use multiple sources of data collected and reported by grantees. This may include analysis of data collected via the instruments grantees select to collect data on performance indicators. Standardized child welfare and substance abuse treatment outcomes measures that exist in a State or county's automated child welfare and substance abuse treatment data systems may also be used for secondary data analysis. Grantees must be responsive to the level of effort necessary to collect and submit the required information and performance indicator data for the national evaluation.

If the applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation of the extension project, the applicant should propose contracting with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation. In either case, it is important that the evaluator has the necessary independence from the extension project to ensure objectivity. The proposed evaluator must have sufficient experience with research and/or evaluation, understand the population of interest, and demonstrate the necessary independence from the extension project to assure objectivity. The proposed evaluator must have experience successfully implementing human services evaluations utilizing research designs similar to the proposed effort. A skilled evaluator must be able to help develop a logic model and assist in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of the proposed extension project. Additional assistance may be found in a document titled *Program Manager's Guide to Evaluation*. A copy of this document can be accessed at http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/index.html.

NOTE: See *Section IV.2. The Project Description/Evaluation* for instructions for applicants.

Logic Model

Regional Partnerships must use a model for designing and managing their extension project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur. For the purposes of this funding opportunity, all applicants must be current RPG grantees, and thus have logic models in place. The applicant must include an updated logic model that clearly states what outcomes are to be achieved, what program strategies are to be utilized to specifically impact those outcomes, and what data and instrumentation are to be used to measure those outcomes. Please review the Conceptual Framework which has been included in the first report to Congress on the RPG program <http://www.childwelfare.gov/>. For review, in addition, information on the development of logic models is available at http://www.childwelfare.gov/management/effectiveness/logic_model.cfm.

NOTE: See *Section IV.2. The Project Description/Logic Model* for instructions for applicants.

Institutional Review Board (IRB)

Applicants must have a sound plan for securing informed consent and implementing an IRB review. Any evaluation collecting information from program participants or staff will require an IRB review; given this grant program's requirement for collecting and reporting data on performance measures, it is expected that this will include all applicants. The applicant should identify the IRB it expects to use and should demonstrate a familiarity with that IRB's procedures and review requirements.

Please note that when experimental designs involving random assignment to treatment and control groups are used for determining the intervention impacts, applicants need to describe how participant protections are adequately addressed. When random assignment is used, applicants also must provide adequate information on alternative services for families not selected for the services provided. General information about the HHS Protection of Human Subjects regulations can be obtained at <http://www.hhs.gov/ohrp/>. Applicants also may contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

Additional Requirements

Grantees also must fulfill the following:

- Have the extension project fully functioning within 90 days following the notification of the award.
- Address all program requirements listed in this FOA. At CB's discretion, participate in a cross-site national evaluation and/or technical assistance contract related to the evaluation from a CB independent contractor. For all grantees, this would include a strategies confirmation process through which the CB contractor will assist grantees in assuring that their chosen performance measures align with their program's logic model and that key aspects of grantees' evaluation plans can be implemented as proposed (e.g. comparison groups are identified and comparative outcomes tracked).
- Acknowledge that CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by grantees about their extension projects. Include the following notice with all grantee materials, products, publications, news releases, etc.:

Funded through the Department of Health and Human Services, Administration for Children and Families, Children's Bureau, Grant #_____. The contents of this publication do not necessarily reflect the views or policies of the funders, nor does the mention of trade names, commercial products or organizations imply endorsement by the U.S. Department of Health and

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$4,000,000
Expected Number of Awards:	8
Award Ceiling:	\$500,000 Per Budget Period
Award Floor:	\$500,000 Per Budget Period
Average Projected Award Amount:	\$500,000 Per Budget Period

Length of Project Periods:

Other

Awards will be made as 2-year extensions to the project period of the current grant which was originally awarded under HHS-2007-ACF-ACYF-CU-0022. The 2-year extensions will be divided into two 12-month budget periods. The second 12-month budget period of the extension will be awarded as a noncompeting continuation grant.

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Both the ceiling and floor amounts will be enforced as disqualification factors. See *Section III.3. Application Disqualification Factors*.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of Federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

The only eligible applicants are current grantees funded under FOA-HHS-2007-ACF-ACYF-CU-0022 (Regional Partnership Grantees).

The Child and Family Services Improvement and Innovation Act (Pub. L. 112-34) includes a provision allowing the Secretary of Health and Human Services to continue funding of previously funded targeted grants program for 2 years (section 437(f)(3)(B)(ii) and section 437(f)(6) of the Act). Eligible applicants under Pub. L. 112-34 are limited to current Regional Partnership Grantees.

CB has issued a FOA (HHS-2012-ACF-ACYF-CU-0321) that provides funding for another set of Regional Partnership Grants. (To view that FOA, visit <http://www.acf.hhs.gov/grants/open/foa/view/HHS-2012-ACF-ACYF-CU-0321>.) These awards will be for 5 years, with the possibility of receiving a 2-year extension. Current RPGs are eligible to apply for and receive awards for HHS-2012-ACF-ACYF-CU-0321, the FOA that is herein being forecasted, or both, provided that the two projects are unique and do not duplicate services.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grants will be awarded for a 2-year period. The authorizing legislation outlined that a grantee's required match must increase over the course of the grant period. The table below details the match percentage applicants are required to calculate in their program match based on award amount details.

Fiscal Year	Federal Share	Grantee Share
2012	70%	30%
2013	65%	35%

Applicants must fully identify and document the specific costs or contributions proposed to meet the matching requirement, the source of the funding or contributions, and how the valuation was determined. Additionally, applicants are advised that funded extension projects will be required to meet the matching requirement on an annual basis. In keeping with good business practices, a recipient should provide required matching in proportion to its expenditure of the Federal share of the total extension project costs.

Applicants are further advised that if an applicant proposes cost sharing at a level in excess of a cost-sharing requirement and the proposed cost sharing is accepted as part of the approved budget, and extension project, it becomes an award requirement enforceable through the Notice of Award (NOA). Therefore the excess is included in the amount of the total approved budget, and the percentage for the non-federal share in block 17a of the NOA will adjust accordingly.

III.3. Other

DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements

DUNS Number Requirement

Data Universal Numbering System (DUNS) Number is the nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

All applicants and subrecipients must have a DUNS number at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., CST

The process to request a D-U-N-S Number by telephone will take between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Central Contractor Registration (CCR) is the Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application or plan;

- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants are strongly encouraged to register at the CCR well in advance of the application due date.

APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Application Submission Disqualifications

Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov. Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Please Note: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.

Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "Request an Exemption from

Required Electronic Application Submission" in Section IV.2. Content and Form of Application Submission.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Additional Disqualification Factors

Applications received from applicants that are not current grantees under ACF FOA, FOA-HHS-2007-ACF-ACYF-CU-0022 (Regional Partnership Grantees), will be disqualified from competitive review and will not be eligible for funding under this announcement.

Applications with a requested amount that is less than \$500,000 (Award Floor) will be disqualified from competitive review and will not be eligible for funding under this announcement. See *Section II. Award Information*.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: cb@luxcg.com

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d): Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

For All ACF Applications:

Authorized Organizational Representative (AOR)

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review

Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

Application Package Components

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Notice: The Administration for Children and Families has implemented required electronic application submission via www.Grants.gov. Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission*

Options and Section IV.3. Submission Due Dates and Times, Explanation of Due Dates. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 1/2" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

Limit file names to 50 characters and do not use special characters (example: &,-,*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore () may be used to separate a file name.

Use only file formats supported by ACF.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)

- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password protect the electronic application files!

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order to submit an application in paper format. See Section IV.2. Request an Exemption from Required Electronic Application Submission later in this section under *Application Submission Options*.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures

An original signature of the AOR is required only on the original copy of paper application submissions. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Format Requirements for Paper Applications

Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are submitted, only the "front" page will be used.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will

be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

Page Limitations for Paper Format Application Submissions

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

Additional Instructions for Electronic and Paper Applications Under this FOA

Organizing the Application. Applicants must follow the general instructions above in the section labeled Application Package Components. In addition, applicants must adhere to the following instructions for organizing the Project Description and Appendices sections of the Application Package under this FOA. Note that the page limit for the Budget Justification section is expanded under this FOA.

Organizing the Project Description and Appendices. Reviewers will use the specific evaluation criteria in *Section V. Application Review Information* of this FOA to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants should organize their Project Description and Appendices in this sequence so that reviewers can readily find information that directly addresses each of the specific review criteria:

The **Project Description** must include the following items in this order:

- 1. Table of Contents
- 2. Objectives and Need for Assistance
- 3. Approach
- 4. Evaluation
- 5. Organizational Capacity

The **Appendices** must include the following items in this order:

- 1. Logic Model
- 2. Third-party agreements
- 3. Staff and Position Data
- 4. Indirect Cost Rate Letter (if applicable)

Page limits. The Project Description and Appendices combined are limited to a total of 100 pages. Under this FOA, the Budget Justification may be expanded to 20 pages.

Formatting. Charts, budget tables, third-party agreements, staff and position data, supplemental letters, and documents, applicants must be in 10-point font or larger and may be single spaced.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
-------------------------------------	------------------------	---------------------

SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview and Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html .
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I.* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated. Supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the funding opportunity announcement.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than other approaches. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the outcomes to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project

tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

In particular, the approach description should include:

- Data from their current evaluation that clearly illustrates that the Regional Partnership is on track or exceeding the projected number of clients to be served;
- Description of the current RPG project services provided and activities (including for example, information on engagement and retention of families, interagency collaboration, evaluation, and sustainability strategies) conducted with funds provided under these grants;
- Description and explanation of the ongoing RPG activities to report performance indicators established under the program announcement and success in using that information as part of their ongoing partnerships;
- Description of the progress that has been made in addressing the needs of families with substance abuse problems who come to the attention of the child welfare system and in achieving the goals of child well-being, safety, permanence, and family stability; and
- Description of any deviations or departures from current project plan, including major staffing changes, or corrective action plans. Project changes may be necessary but it is important that these changes do not deviate substantially from the scope of the original proposed project. Any new activities must clearly relate to the current approved project goals and objectives of the funding opportunity.

Target Population and Need for Services

Applicants must describe, define, and justify their proposed target population and include evidence of the following:

- Substance abuse by parents or caretakers has had a substantial impact on the number of out-of-home placements for children, or on the number of children who are at risk of being placed in an out-of-home placement, in the partnership region;
- The limited availability of resources for addressing the needs of children affected by substance abuse;
- Updated data from a needs assessment that demonstrates the target area's lack of capacity for, access to, or need to improve/expand comprehensive family treatment services for adults, children, youth, and other family members to be served in the target population;
- Updated data from the child welfare agencies and other sources, as appropriate, that identify and describe the size, characteristics, and needs of the populations of the children/youth and their families to be served;
- Updated data from applicable sources used to determine inclusion/exclusion criteria of adults, children/youth, and families to be served, including how they will be identified and recruited, and an initial projection of the numbers to be served;
- A description of the goals and outcomes to be achieved in the partnership region during the funding period for the grant that will enhance the well-being of children receiving services or taking part in activities conducted with funds provided under the grant; lead to improved permanency and enhanced safety for such children; decrease the number of out-of-home placements for such children; and decrease the number of children who are at risk of being placed in an out-of-home placement; and
- How the applicant will be culturally responsive to the target population.

Note: Grantees are permitted to serve a subset of the target population without serving all of the target population allowed under this FOA, so long as the applicant clearly articulates the number served, who is receiving the enhanced services, and how success will be assessed for the children and families served.

Collaboration

Applicants must address the following items regarding collaboration:

- Document any evidence that would demonstrate the full commitment of the relevant State or local child welfare and substance abuse treatment agency(ies) and court(s), as appropriate, to making the proposed extension project a success. This includes coordination of services to:
 - Share information across systems, with appropriate releases of confidential information;
 - Ensure consistent data collection across systems; and
 - Monitor outcomes.

- A description of the strategies for integrating programs and services determined to be appropriate for the child and, where appropriate, the child's family. A description of the strategies for collaborating with the State or local child welfare agency, substance abuse treatment agency, and consulting, as appropriate, with State law enforcement and judicial agencies.
- A description of the joint services and activities to be funded in whole or in part with the funds provided under the grant, including the sequencing of activities proposed to be conducted under the funding period for the grant.

Evidence-Based Practices (EBPs)

Applicants should build upon and strengthen their existing collaborative practices and fund services or practices that have a demonstrated evidence base and that are appropriate for the population of focus. If a Regional Partnership proposes to enhance their current project by implementing new EBPs, the grantee must provide sufficient justification. To address the proposed use EBPs, applicants should:

- Identify the EBP(s) to be implemented for the specific population.
- Identify and discuss the evidence that shows that the practice(s) is(are) effective in achieving the outcomes identified in the extension project logic model. [See note following this bulleted list.]
- If more than one EBP is proposed, clearly identify which service modality and population of focus each practice will support.
- Discuss the population(s) for which the practice(s) has(have) been shown to be effective and show that it(they) is(are) appropriate for the target population(s) of focus. [See note below.]
- If there are EBPs available for one or more component of the proposed program but an applicant chooses not to use an EBP, the applicant must provide a strong justification for why a non-EBP was chosen.

Note: CB recognizes, however, that EBPs have not been developed for all populations and/or service settings. For example, certain interventions for American Indians/Alaska Natives, rural or isolated communities, or recent immigrant communities may not have been formally evaluated and, therefore, have a limited or nonexistent evidence base. In addition, other interventions that have an established evidence base for certain populations or in certain settings may not have been formally evaluated with other subpopulations or within other settings. Applicants proposing to serve a population with an intervention that has not been formally evaluated with that population are required to provide other forms of evidence that the practice(s) they propose is(are) appropriate for the population of focus. Evidence for these practices may include unpublished studies, preliminary evaluation results, clinical (or other professional association) guidelines, findings from focus groups with community members, etc. Applicants may describe their experience either with the population of focus or in managing similar programs. In selecting non-EBPs, applicants must:

- Document the evidence that the practice(s) chosen is(are) appropriate for the outcomes to be achieved.
- Explain how the selected practice meets ACYF's goals for this grant program.
- Describe any modifications/adaptations to the proposed practice(s) that are necessary to meet the goals of the proposed extension project and why the changes will improve the outcomes. CB expects the evidence-based service(s)/practice(s) to be implemented in a way that maintains fidelity to the original service(s)/practice(s). However, ACYF understands that minor adaptations to the service(s)/practice(s) to meet the needs of the target population of focus or targeted program may be necessary to be more efficient. Applicants must describe any adaptations to the proposed service(s)/practice(s) that is(are) necessary for these purposes and provide documentation that the applicant has worked closely with the original model developer regarding any proposed adaptation. Regional Partnerships may describe their own experience either with the population of focus or in managing similar programs. However, applicants must provide sufficient justification for the changes.
- If applicable, applicants should justify the use of multiple EBPs. Applicants should discuss in the required logic model and related narrative how uses of multiple EBPs are to be integrated into the program, while maintaining an appropriate level of fidelity for each practice. Applicants should describe how the effectiveness of each EBP is to be quantified in the performance assessment of the extension project.
- Discuss training needs or plans for training to successfully implement the proposed EBP(s).

To assist Regional Partnerships in the review and selection process of additional EBPs for their extension project, resources to identify effective and promising EBPs and evidence-informed practices (EIPs) can be found through:

- SAMHSA's National Registry of Evidence-Based Programs and Practices (<http://www.nrepp.samhsa.gov/>)
- Selecting and Identifying Evidence-Based Interventions (<http://store.samhsa.gov/shin/content/SMA09-4205/SMA09-4205.pdf>)
- Evidence-based Practices for Children Exposed to Violence: A Selection from Federal Databases (<http://oilspilldistress.samhsa.gov/resources/evidence-based-practices-children-exposed-violence-selection-federal-databases>)
- National Child Traumatic Stress Network Empirically Supported Treatments and Promising Practices, which can be accessed through <http://www.childwelfare.gov/responding/treatment.cfm>
- Evidence-Based Mental Health Therapies (Child Welfare Information Gateway) (<http://www.childwelfare.gov/systemwide/mentalhealth/effectiveness/evidence.cfm>)
- Home Visiting Evidence of Effectiveness (<http://homvee.acf.hhs.gov/>)

In addition to the evidence identified through the Web sites noted above, Regional Partnerships may provide information on

research studies to show that the services/practices to be implemented are evidence-based. This information is usually published in research journals, including those that focus on minority populations. If this type of information is not available, Regional Partnerships may provide information from other sources, such as unpublished studies or documents describing formal consensus among recognized experts.

Program Strategies and Activities

Applicants must explain what their current program strategies and activities are, how well they have met their targets, and how they have used the lessons learned from the first 5 years of their current project to inform any adjustments that need to be made for their extension application. Thus, applicants must propose specific services and activities to increase the well-being, safety, and enhanced permanency of children and their families as part of their joint responsibilities. Please see the preceding section on EBPs.

Grantees must continue specific services and activities that meet the funding intent to increase the well-being, improve permanency, and enhanced safety of children and their families who are in an out-of-home placement or at risk of being placed in an out-of-home placement as a result of a parent's or caretaker's substance abuse. All grant recipients are required to continue to report on performance indicators. If an applicant proposes to change the specific program strategies and activities, applicants should carefully consider how their proposed changes to program strategies and activities align with existing performance indicators whether or not new Performance Indicators also need to be selected. (See Reporting Requirements under *Section VI. Award Administration Information*).

For a list of examples of services and activities being used by the current RPG grantees, please see *Targeted Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for, Children Affected by Methamphetamine or Other Substance Abuse: First Annual Report to Congress*, which summarizes the activities of and support efforts for the current regional grants for the period September 30, 2008 to March 31, 2010. It is available on the Child Welfare Information Gateway website at <http://www.childwelfare.gov/>

Applicants should clearly address how this program is a priority among key Regional Partnership stakeholders and describe how this funding opportunity will positively build on the program currently in place. Applicants must address how they will maintain the involvement of partners on an ongoing basis in the planning and operation of their program and how they will approach planning in order to continue the proposed program at the conclusion of Federal funding. Applicants also may include descriptions of:

- How they will integrate the proposed project's activities into the grantee's ongoing practices with the goal of continuous data-informed partnerships;
- How they use data from their local evaluation to inform development of new policy and procedures, establish new collaborative relationships, or for planning.
- Approaches for institutionalizing necessary program strategies and activities into organizational policy and infrastructure (e.g., funding inventory); and
- Information on plans to secure additional financial resources.

The applicant must provide a detailed description of the documented positive outcomes from their current project and provide adequate justification for the need to continue their current project through a 2-year extension. Applicants should also make logical connections to the current project objectives and provide sufficient justification for any proposed changes to their project for the next 2 years based on lessons learned from current project experience. Regional Partnerships must address the following:

- Updated data from their child welfare agencies and other sources, as appropriate, that identifies and describes the size, characteristics, and needs of the populations of adults and children/youth to be served;
- Updated data from a needs assessment that demonstrates the target area's lack of capacity for, access to, or need to improve/expand comprehensive family treatment programs for adults, children, youth, and other family members to be served in the target population;
- Updated data from applicable sources used to determine including/exclusion criteria of adults, children/youth, and families to be served; and
- Data from their current local evaluation and performance data indicators that illustrates RPG project accomplishments to date with achieving their target numbers served and stated project objectives.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Applicants should provide a narrative about how they will address the following:

- Participation in the required Federal data collection and national evaluation related activities;
- Conduct a rigorous evaluation to assess their effectiveness in providing, through interagency collaboration and integration of programs, activities and services that are designed to increase well-being, improve permanency outcomes, and enhance the safety of children who are in an out-of-home placement or are at risk of being placed in an out-of-home placement as a result of a parent's or caretaker's substance abuse;
- How the conduct of the extension project and the results of the extension project are to be evaluated, including how the selected performance indicators and outcome measures are tracked and how performance data are collected;
- How the applicant will determine the extent to which the accomplishment of objectives can be attributed to the extension project. Applicants should include a discussion of the criteria to be used to evaluate results and explain the methodology used to determine if the needs identified are being met and if the extension project results and benefits are being achieved for the children and families served by the extension project. Applicants should describe a periodic assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments; and
- How the applicant will determine whether the extension project is being conducted in a manner consistent with the plan presented and discuss the impact of the proposed extension project's various activities that address effectiveness. Toward that end, applicants should address the level of coordination between the proposed extension project and other programs with similar systems/services or that serve the same clients.

Performance Indicators and Measures for Outcomes

Regional Partnerships are reporting on select performance indicators and measures that are consistent with the focus and goals of the project they plan to continue and evaluate. The applicant must describe the current set of performance indicators and measures being used. Many projects have encountered major difficulties with their research design and/or other significant data collection/reporting challenges. Therefore, ACYF recognizes that proposed changes to already selected performance indicator reporting may be necessary. If applicable, the applicant must clearly describe how any proposed changes to performance indicators and measures for outcomes is appropriate and relate them to the goals identified in their logic model.

Regional Partnerships must explain how selected performance indicators align with their proposed program model/design and identify the data sources from which they can obtain the needed data elements. The Regional Partnership must demonstrate the capacity to collect and report on the selected performance indicators and data sources. For instance, a Regional Partnership may describe their capacity to track the performance indicators through standard sources or through special data collection procedures such as surveys or completion of certain questionnaires or other instruments. The applicant should justify any additional measures planned for use with this extension project.

The applicant must confirm how selected performance indicators best assess the achievement of their extension project goals in four categories of outcomes: child/youth, adult, family/relationship, and regional partnership/service capacity. Within those categories, performance indicators and measures of them must be selected, and Regional Partnerships are to explain how their selections are the best ones to use for the performance indicators on which they are focusing. Justification for the measures should be based on the goals of the program and the evidence for the technical soundness of the measures. The following is a complete list of the performance indicators:

Child/Youth

- Children remain at home
- Occurrence of child maltreatment
- Average length of stay in foster care
- Re-entries to foster care placement
- Timeliness of reunification
- Timeliness of permanency
- Prevention of substance-exposed newborns
- Children connected to supportive services
- Improved child well-being

Adult

- Access to substance abuse treatment
- Retention in substance abuse treatment
- Reduced substance use
- Parents/caregivers connected to supportive services
- Employment
- Criminal behavior
- Mental health status

Family/Relationship

- Parenting capacity
- Family relationships and functioning
- Risk/protective factors
- Coordinated case management
- Substance abuse education and training for foster care parents and other substitute caregivers

Regional Partnership/Service Capacity

- Collaborative capacity
- Capacity to serve families

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

Special Note: *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/l2tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a narrative budget justification for the proposed project that is being fully funded (the budget period and project period are the same). The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must allocate sufficient funds in the budget to:

- Provide for the project director, the evaluator, and other key partners to attend an early kickoff meeting for grantees funded under this program announcement to be held within the first 3 months of the extension project (year 6 of the project overall) in Washington, DC. The kickoff meeting will be held jointly with the grants funded under FOA HHS-2012-ACF-ACYF-CO-0321 (Regional Partnership Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for, Children Affected by Substance Abuse).
- Provide for the project director, the evaluator, and other key partners to attend an annual three-day grantees' meeting in Washington, DC.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 C.F.R. Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. § 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Note: Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See "Get Registered" at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the application due date and time in order to correct any failures found during the application validation check.
- Electronic submission at www.Grants.gov is two-step process:
 - Submission by the due date and time; and
 - Application validation check.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- **Read and observe all application submission requirements provided at http://www.grants.gov/applicants/apply_for_grants.jsp.**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an applicant submits an application; Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid,

Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

Each time an application is submitted, or re-submitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application and are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be **received by** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for paper format application submissions.

Applications submitted in paper format must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., CST.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration (CCR). CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **08/01/2012**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those

applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of a paper format (hard copy) application's submission:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Hand Delivery

CB Operations Center
c/o Lux Consulting Group

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Objectives and Need for Assistance

Maximum Points: 20

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

1. The applicant demonstrates an understanding of the goals and objectives of the relevant legislation, the Child and Family Services Improvement Act (Pub. L. 109-288) and the Child and Family Services Improvement and Innovation Act (Pub. L. 112-34), and how the proposed extension project will contribute to achieving those legislative goals and objectives and the goals stated in this FOA.
2. The applicant provides a detailed description of the documented positive outcomes from their current RPG project and provides adequate justification for the need to continue their project through this grant. Data from their current local evaluation (e.g., how well targets have been met) and performance indicators point in the direction of success for their overall project.
3. The applicant presents a clear description of their prior successes in their current RPG project and clearly articulates the need for their proposed extension project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed extension project.
4. The applicant uses updated data to demonstrate the substantial impact of substance abuse by parents or caretakers in the target area on the number of out-of-home placements for children or the number of children who are at risk of being placed in an out-of-home placement.
5. The applicant clearly defines the geographic and demographic characteristics of the agency's service population and provides the rationale for any changes made for their extension project. The applicant demonstrates that the target area has limited resources for addressing the needs of children affected by substance abuse and has a lack of capacity for, or access to, comprehensive family treatment services.
6. The applicant uses data to clearly define how the proposed target population meets the requirements described in this FOA, and describes the scope of the problem in their defined target population. The applicant explains any changes made based on lessons learned and successes from their current RPG project. This includes information from the current project on the nature and prevalence of substance use, effectiveness of engagement/retention of clients in services, numbers of children in the child welfare system, status of collaboration between child welfare and substance abuse treatment agencies for the target population in the geographic area selected.
7. The applicant describes existing activities that coordinate services and facilitate a community's response to families with substance abuse problem and involved in or at risk for involvement in the child welfare system. The applicant clearly describes how continuation of existing activities funded under HHS-2007-ACF-ACYF-CU-0022, will impact their defined targeted community.
8. The applicant uses updated data to describe existing services to family members that support the goals and objectives of this FOA and relates them to specific accomplishments made under grant opportunity HHS-2007-ACF-ACYF-CU-0022.

Approach

Maximum Points: 30

In reviewing the approach, reviewers will consider the extent to which:

1. The proposed extension project clearly addresses each of the items listed in the *Section IV.2. The Project Description/Approach* of this FOA. The proposed extension project builds upon the successes from their current RPG project and provides a rationale for any changes being proposed for the extension project.
2. The applicant provides a reasonable and appropriate timeline for implementing the proposed extension project, including major milestones and target dates.
3. The applicant describes the factors that could speed or hinder the extension project implementation and explains how these factors would be managed. These factors are based on their lessons learned from their current RPG project.
4. There is a sound and reasonable management plan for achieving the objectives of the proposed extension project on time and within budget, including clearly defined responsibilities of proposed project staff.
5. A well-defined logic model guides the proposed extension project which builds upon their current RPG project. The logic model demonstrates strong links between proposed inputs and activities and intended short- and long-term outcomes.
6. The extension project would be culturally responsive to the target population.
7. The design of the proposed extension project reflects up-to-date knowledge from the research and literature on known effective practices and builds on current theory, research, evaluation data, and effective evidence-based or evidence-informed and trauma-informed practices.
8. The extension project would contribute to increased knowledge or understanding of the problems and issues addressed by this FOA. The applicant presents a detailed and sound plan for strategically and effectively disseminating extension project information and findings. The proposed dissemination plan is appropriate in scope and budget.
9. The extension project is likely to yield findings or results about effective strategies and contribute to and promote evaluation research and effective evidence-based or evidence-informed and trauma-informed practices that may be used to guide replication or testing in other settings.
10. There is a sound sustainability plan for continuing the current project beyond the period of Federal funding under this funding opportunity announcement. The proposed extension project would be integrated into the grantee's ongoing practices with the goal of continuous data-informed partnerships that will improve outcomes for the target population.
11. The proposed extension project will involve the collaboration of appropriate partners for maximizing the effectiveness of collaborative service delivery. The applicant provides clear detail on how the primary partner organizations were involved in the current RPG project, the successes in these partnerships, and any proposed changes in the partners with the extension project. The applicant describes how the partners will continue to take an active role in the extension project throughout the entire length of the project. The applicant demonstrates an effective administration and organizational interface between the applicant and the appropriate State child welfare agency, substance abuse treatment agencies, courts, and other child and family serving agencies. There are letters of commitment or memoranda of understanding (MOUs) from organizations, agencies, and consultants that will be partners, subcontractors, or collaborators in the proposed extension project. These documents describe the role of the agency, organization, or consultant and detail specific tasks to be performed.

Evaluation

Maximum Points: 25

In reviewing the evaluation, reviewers will consider the extent to which:

1. The applicant proposes a clear and convincing plan for evaluating the extension project. The plan includes a summary of the results from the current RPG project and highlights any new changes in the data collection, management, analysis, interpretation, and reporting for the extension project.
2. The proposed evaluation will build upon the prior evaluation plan and assess the Regional Partnership's impact on service provision and on child safety, permanency, well-being, and family stability.
3. The applicant provides information about their successes in the current RPG project and demonstrates the capacity to collect and report on the selected performance indicators. The applicant specifies and justifies any additional measures planned for use with this extension project.
4. There is an appropriate plan for working with the designated evaluator in securing informed consent and implementing an IRB review and tribal review, if applicable.
5. The applicant either demonstrates that they have the in-house capacity to conduct an objective, comprehensive evaluation of the extension project (including collecting and analyzing the performance indicator data), or presents a sound plan for contracting with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation. The applicant should provide information regarding the status of their current RPG local evaluator and plans for any changes with this extension evaluation.
6. The applicant provides an appropriate, feasible, and realistic plan for using evaluation findings to produce ongoing documentation of extension project activities and results. The evaluation plan includes periodic performance assessment of program progress that can be used to modify the program, as necessary, and serve as a basis for program adjustments.

7. The applicant's evaluation plan includes an appropriate comparison group for determining the impact of the extension project activities on participant and system-level outcomes, when applicable.
8. The methods of evaluation are feasible, comprehensive, and appropriate to the research questions, goals, objectives, and context of the extension project and shows how the evaluation will be integrated with requirements for collection and reporting of performance indicator data required by this FOA. Applicants are to:
 - Describe the methods to be used to determine the extent to which the extension project has achieved its stated objectives and the extent to which accomplishments of objectives can be attributed to the extension project. This should include process and outcome analyses for assessing the effectiveness of program strategies and the implementation process;
 - Discuss the criteria used to evaluate results and how the performance indicators selected will be incorporated into the evaluation;
 - Define the monitoring procedures used to determine whether the extension project is being carried out in a manner consistent with the management plan presented; and
 - Provide an evaluation plan that is strongly guided by the applicant's logic model and by the logic model provided in this FOA.
9. The applicant thoroughly addresses the following points related to performance indicators:
 - Provides a summary of their current success with complying with the performance indicators reporting requirements. For this extension project, the applicant selects a set of performance indicators that it proposes to use to track the outcomes of its extension project which should build upon their prior experience in the current RPG project. For the extension project, the applicant selects performance indicators relevant to their proposed grant-funded activities or performance indicators that would best assess their achievement in the three categories of outcomes (child/youth, adult/family, and regional partnership/service capacity).
 - Demonstrates how each of the indicators selected is an appropriate measure of their proposed activities and services and relates them to the goals identified in the logic model provided in this FOA.
 - Demonstrates the capacity to collect and report on the selected performance indicators, for instance by describing the Regional Partnerships capacity to track the indicators through standard sources or through special data collection procedures such as surveys or completion of certain questionnaires or other instruments. The applicant justifies any additional measures planned for use with this extension project.
 - Adequately discusses the criteria used to evaluate results and how the performance indicators selected will be incorporated into the evaluation.

Organizational Capacity

Maximum Points: 20

In reviewing the organizational profiles, reviewers will consider the extent to which:

1. The applicant's organization and any partnering organizations collectively have relevant experience and expertise with the administration, development, implementation, management, and evaluation of the current RPG project and other similar projects related to addressing the impact of parental substance abuse on the social-emotional, behavioral, and mental health of children, improving parenting skills, and reducing substance abuse, as well as in supporting collaboration among the child welfare, early education, and other relevant child serving agencies. Each participating organization (including partners and/or subcontractors) possesses the organizational capability to fulfill its assigned roles and functions effectively.
2. The proposed extension project director and key extension project staff demonstrate sufficient relevant knowledge, experience, and capabilities (e.g., resume) to effectively institute and manage a project of this size, scope, and complexity. The key staff have prior knowledge and experience with their current RPG project. The role, responsibilities, and time commitments of each proposed extension project staff position, including consultants, subcontractors, and/or partners, is clearly defined (e.g., job description) and appropriate to the successful implementation of the proposed extension project.
3. There is a sound management plan for achieving the objectives of the proposed extension project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality. The plan clearly defines the role and responsibilities of the lead agency. The plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if applicable).
4. There would be a mutually beneficial relationship between the proposed extension project and other work planned, anticipated, or underway with Federal assistance by the applicant.
5. The applicant demonstrates that efforts for collaborative service delivery have already been undertaken prior to reviewing and responding to this FOA or it demonstrates that there is considerable community interest and commitment to developing these practices.

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. The applicant includes a detailed narrative budget justification for each year of the extension project. The costs of the proposed extension project are reasonable, in view of the activities to be conducted and expected results and benefits. The budget includes the costs associated with travel to grantee meetings in Washington, DC.
2. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.
3. The applicant has allocated an adequate portion of the total grant award to satisfactorily collect and evaluate the data necessary for monitoring selected performance indicators and to conduct a local evaluation of proposed grant-funded activities and services.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

Currently funded Regional Partnerships that have not demonstrated success across agencies to meet the needs of children and families will not be considered for funding.

Selection for funding also is contingent upon clear presentation of analysis of updated data describing the needs of the child welfare population and their families.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

V.3. Anticipated Announcement and Award Dates

Applications will be reviewed during the Summer 2012. Grant awards will have a start date no later than September 28, 2012.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>.

An application funded with the release of Federal funds through a grant award does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81 Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

Debarment and Suspension

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Program Offices that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of: The FFR (SF-425) is due to ACF on:

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms www.forms.gov, and on the [ACF Funding Opportunity Website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

Grantees also must fulfill the following reporting requirements:

- Submit all performance indicator data, program, and financial reports in a timely manner and in the recommended format (to be provided). Extension projects also will submit the final report on disk or electronically using a standard word-processing program.
- Submit annual reports to the Secretary not later than September 30 of the first fiscal year in which a recipient of a grant is paid funds, and a report is due annually thereafter until September 30 of the last fiscal year in which the recipient is paid funds under the grant.
- Submit a copy of the final report, the evaluation report, and any program products to Child Welfare Information Gateway within 90 days of the extension project end date. This is in addition to the standard requirement that the final program and evaluation report must also be submitted to the Grants Management Specialist and the Federal Project Officer.
- Regularly update their Federal Project Officer about ongoing evaluation activities and findings in required progress reporting, and provide CB with a written report at the end of the extension project. Grantees in collaboration with each other, their State and tribal partners, CB, and any applicable national evaluation contractor(s) may produce a comprehensive evaluation report at the conclusion of the extension project period and present findings to CB and other stakeholders.
- Archive data from the program evaluation with the National Data Archive on Child Abuse and Neglect (NDACAN) within 90 days of the termination of Federal funding for the extension project. The applicant's Institutional Review Board and research participants should be made aware that the data from the extension project will be archived and made available to other researchers after personal identifiers have been removed. Archiving will involve providing individual respondent data in electronic form and the accompanying documentation, including the code book, the final report, and copies of the research instruments, as appropriate. A manual describing the guidelines of the Archive, *Depositing Data with the National Data Archive on Child Abuse and Neglect: A Handbook for Investigators*, is available from the Archive directly at the Family Life Development Center, MVR Hall, Cornell University, Ithaca, NY 14853 (phone: (607) 255-7799). The NDACAN website can be accessed through http://www.childwelfare.gov/systemwide/statistics/can/stat_natl_state.cfm#sources

VII. Agency Contacts

Program Office Contact

Elaine Stedt

Administration for Children and Families

Administration on Children, Youth and Families

Children's Bureau
1250 Maryland Avenue, SW
Eighth Floor
Washington, DC 20024
Phone: (202) 205-7941
Email: elaine.stedt@acf.hhs.gov

Office of Grants Management Contact

Daphne Weeden
CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: cb@luxcg.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.grants.gov/applicants/email_subscription.jsp)
http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms_repository_information.jsp .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification Regarding Lobbying	Referenced in <i>Section IV.2.</i> of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at http:// www.acf.hhs.gov /grants/grants_resources.html . Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. Additional information and necessary forms are available at http://www.hhs.gov /ohrp/assurances/forms /index.html . This information may be submitted in the appendices to the application and will not count in the limitations listed in <i>Section VI.2. Formatting Requirements</i> .	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.

Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> . This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the <i>Overview</i> and in Section IV.3. If not available at the time of application submission, due by the time of award.
Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement. Proof of the commitment of Non-Federal Resources may be included in the appendices to the application package.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

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Appendices